



## ASSISTANT CHIEF OF POLICE

**DEPARTMENT:** District Police

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - H](#)

### POSITION PURPOSE:

Reporting to the Chief of Police, plans and directs the activities of the District Police to ensure public safety for the college community, and is responsible for emergency preparedness procedures planning and training. This position also plans and directs the activities of parking management and is responsible for the collection of parking revenues to offset expenses.

### NATURE and SCOPE:

The Assistant Chief of Police supervises the Communications Supervisor, Supervisor of Student Officers, Community Service Officers, and casual positions.

This position is responsible for developing department budgets for District Police, and determining the allocation of department approval; presenting budget proposals and obtaining all necessary approvals; developing department public safety procedures and prioritizing public safety issues; developing and implementing district-wide crime prevention programs and on-campus emergency response and recovery plans; and selecting alarm systems equipment lock downs, etc.

### KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Plan, direct, supervise, and evaluate public safety issues.
2. Apprehend perpetrators and report incidents to appropriate agencies in order to reduce criminal activity on campus.
3. Oversee the preparation of budget estimates, coordinate departmental recommendations for the purchase of equipment and supplies, issue a monthly report of parking activity and revenue, and produce a summary annual report.
4. Supervise all traffic control and parking services, and coordinate special events parking.
5. Oversee issuing of parking citations and the Administrative Review process for parking citations.
6. Ensure adequate emergency preparedness planning and training; provide technical expertise in crime prevention equipment and campus alarm systems; and collaborate with Division Deans.
7. Perform other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Knowledge:

1. California Penal Code and Vehicle Code.
2. District safety policies and Governing Board rules and regulations.
3. Principles of personnel management, supervision and training

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Presentation skills.
4. Leadership/Management/and Supervision.
5. Organizational/Time Management/Problem Solving.

**Education and Experience:**

1. Bachelor's degree in police science or related field.
2. Possess a California POST Supervisory certificate, or agree to complete all requirements to receive the certification within 12 months from the appointment to the position.
3. Two years of increasingly responsible experience in law enforcement, including one year in a supervisor position.

**Preferred Qualifications:**

1. Experience in Community Policing and Budget controls.
2. One year experience on a police department.
3. Four years experience as a police officer, preferably with supervisory responsibility.
4. Five years experience in security work, including at least three years in an increasingly responsible administrative capacity in a law enforcement or security agency.

**WORKING CONDITIONS:****Environment:**

1. Subject to physical confrontations when apprehending perpetrators and traveling to various locations to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996; Revised: June 2015

Ed Code: H-11

Creditable Service: PERS